



Training Opportunity

Course Title:	Diversity/Sensitivity EEO Seminar for Managers & Supervisors
Date(s)/Time:	September 21 <i>OR</i> 22, 2004 800am-400pm
Location:	Sparkman Center, Bldg 5304, Room 4370
Tuition:	\$125
Vendor:	Humadyn Consulting Services – Kevin McNulty Garrison EEO Office – Bernard Collier/Becky Miller
Course Manager:	Louise Olszewski at Louise.Olszewski@cpocscr.army.mil 256 842-6670/DSN 788-6670
Cancellation Policy	If reservation is cancelled, you may substitute another employee.

Who Should Attend: Managers/Supervisors that desire an understanding of employment discrimination laws and the agencies that enforce them as well as applicable statutes, protected classes, actions covered by law, and types of discrimination recognized by courts. This seminar is a basic/refresher course.

Course Description:

This course will enable supervisors and managers to not only understand of EEO policies and practices, but moreover develop skills to deal with, resolve and even prevent discrimination complaints. Participants will learn basic informal and formal mediation skills. This course will help participants understand how investigators look into complaints and offer you skills to analyze, problem-solve and make sound decisions relative to sensitive EEO issues. The Garrison EEO office will also present an introduction to their services.

1. Intro to Garrison EEO Office staff and programs
2. Develop understanding of diversity
3. Relationship between EEO & Diversity and why it matters
4. Perceptions and Paradigms
5. Understanding the meaning of equal opportunity and treatment in the workplace
6. Effective communication techniques for a diverse workplace

Registration Information:

Registration Deadline: September 10, 2004

Participants should follow local training request procedures for approval to attend this course. After receiving approval, your organization's credit card holder should complete and fax the payment authorization sheet to the course manager, Louise Olszewski prior to the registration deadline. To cancel your registration or substitute another employee, contact Louise Olszewski at Louise.Olszewski@cpocscr.army.mil or 842-6670.

Additional Information: Registration is not complete until the Payment Authorization Sheet is faxed to Louise Olszewski, the course manager, at the South Central Training and Learning Center (TLC) at 256 876-3627/DSN 876-3627. Click here for a form-fillable **payment authorization sheet** – after completing the form online you must print the document and fax it to the TLC. You will **not** be able to email or save the completed document.

Class size is limited to 25 participants.

South Central Region Human Resources Development Payment Authorization Sheet

This document confirms approval of the following individual(s) to attend this training program and authorizes the vendor to charge the listed tuition amount to the attendee's organization. **If multiple employees are attending from the same organization attach a separate sheet listing each additional employee's name, phone number and e-mail address.** Fax completed document(s) to: **256-876-3627 (DSN 746-3627)**. If you have questions, please call Louise Olszewski, 256 842-6670 (DSN 788).

Course: Diversity/Sensitivity EEO Seminar for Managers & Supervisors
Training Location: Sparkman Center, Bldg 5304, Room 4370 – Redstone Arsenal, AL

Start Date: September 21 OR 22, 2004 830am-400pm
Tuition: \$125
Vendor: Humadyn Consulting Services – Kevin McNulty and the Garrison EEO Ofc

Employee Name:
Course Date:
Organization:
Installation:
Phone number:
FAX number:
E-Mail Address:

Cardholder Name
Cardholder phone number
(commercial number with area code)

Payment Information ☐

Please charge the tuition amount to:
Purchase Card #:

☐

Expiration Date _____
Please contact the cardholder listed above to obtain
purchase card information.

Receipt Information ☐

☐

I do not require a receipt for this service **OR**
Please send receipt to (provide address, fax and/or
e-mail):

☐

E-Mail (Optional)

Commercial FAX Number (Optional):

Signature of purchase card holder

Date